

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

DEC 1 1 2017

STATE AND LOCAL

RECORDS RETENTION SCHEDULE (RC-2)—Part 1

See Instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit	(To complete this form on	line, use "tab" key to ju	ımp from box to box.)
Clermont County Auditor's Office (Local government entity)	-		
(Local government entity)			
Sunda Situation			in/- 1001-
(Signature of responsible official)	Linda L. Fraley (Name)	Auditor (Title)	10/26/2017 (Date)
(4.g. and a composite constant)	(realito)	(Tide)	(Date)
Section B: Records Commission	•	•	
Clermont County Records Commission			(513) 735-8660
Records Commission			(Telephone number)
289 East Main Street	Batavia	45103	Clermont
(Address)	(City)	(Zip code)	(County)
I hereby certify that our records commiss listed on this form and any continuation series from being destroyed, transferred	- sion met in an open meeting, as n sheets. I further certify that our co	equired by Section 121.2	ry effort to prevent these reco
l hereby certify that our records commiss	- sion met in an open meeting, as n sheets. I further certify that our co I, or otherwise disposed of in viola	equired by Section 121.2 ommission will make eve tion of these schedules a	ry effort to prevent these reco and that no record will be know cted in the minutes kept by thi
I hereby certify that our records commissions listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendit commission.	- sion met in an open meeting, as n sheets. I further certify that our co I, or otherwise disposed of in viola	equired by Section 121.2 ommission will make eve tion of these schedules a	ry effort to prevent these reco
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: Records Retention Schedule

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3
Number				Auditor of Required by/OHS-OHS-LGRP LGRP
	ACCOUNTING DEPARTMENT RECORDS			
01-1A	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	
01-1B	Annual Report of the State Auditor's Examination	Permanent	Microfilm	
· · · · · · · · · · · · · · · · · · ·	Annual Audit Report of the County and Affiliated County Agencies			
01-2	Appropriation Ledger- Disbursements (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic	
01-3	Appropriation Ledger- Receipts (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic	
01-4	Appropriation Resolutions	5 Years	Paper/Electronic	
01-4A	Charge Backs of Election Expenses	Until Audited	EAUTO I	ted means: the years impassed by the tecord
	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-2-03)	Migrate or maintain as necessary until no longer of	have Audi	been audited by the tor of State and the
01-5A	Popular Annual Financial Report (PAFR)	administrative, fiscal or legal value in paper/electronic	Paper/Electronici	t report has been ased pursuant to
	Annual Information Statement (AIS) Comprehensive Annual Financial	format	Sec	.117.26 O.R.C.
01-5B	Report (C.A.F.R.) (OAC 117-2-03) Popular Annual Financial Report (PAFR)	Permanent	Microfilm	
	Annual Information Statement (AIS)			
01-6A	Furtherance of Justice Reports	5 Years	Paper/Electronic	
01-7A	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, etc.)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic	Paper/Electronic	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) Foruse by RC-3 Auditor of Required
				State or by OHS- OHS-LGRP LGRP
01-7B	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, etc.)	Permanent	Microfilm	
	Monthly Financial Statements (Auditor's Monthly Statement of County Finances; ORC 319.15)			
01-8	Outstanding Warrant (OSW) Report, Department Monthly	5 Years	Paper/Electronic	
	Reports and Department Quarterly Reports and Department Annual Reports			
01-9	Pay-Ins To Treasury Records (Pay-In Forms)	4 Years	Paper/Electronic	
01-16	Requisitions, Purchase Orders & Re-enter Statements	5 Years	Paper/Electronic	
01-17	Treasurer's Daily Statements/Daily Receipts Register/Revenue Reports or TF-6 Reports	3 Years	Paper/Electronic	Audited means: the years
01-19	Software Security, Authorization and Workflow Documentation	1 Year Provided audited	Paper/Electronic	ncompassed by the reco have been audited by the Auditor of State and the
01-20	Accounts Payable Invoices	5 Years	Paper/Electronic	audit report has been released pursuant to
01-20A	Accounting Journal Entries, Transfers, and Budget Adjustments	5 Years	Paper/Electronic	Sec. 417-26 C.R.C.
01-20B	Payroll Journal Entries	5 years	Paper/Electronic	
01-21	Warrants, Canceled\Paid (Vendor & Payroll)	5 Years	Paper/Electronic	
01-22	Warrant Register (Check Register)	8 Years	Paper/Electronic	
01-23	CAFR, PAFR, AIS, and Financial Reports of Affiliated County Agencies Journal Entries and Working Papers	5 Years	Paper/Electronic	
01-28	Bond Registers	15 years after final maturity of notes or bonds	Paper/Electronic	

(1)	(2)	(3)	(4)	(5)
Schedule	Record Title and Description	Retention Period	Media Type	For use by: RC-3
Number			•	Auditor of Required
		•		State or # 2 by OHS-
		•		OHS-LGRP: LGRP:
		Until Issue Is Paid		
01-29	Bonds (Redeemed)	Provided Audited	Paper/Electronic	
	Inventories, Annual of County			
01-33	Property	3 Years Provided	Paper/Electronic	
	(Inventories of Fixed Assets by Department)	Audited .		
	Department)	•		
	W-9's, Vendor Affidavits, and	Until superseded or		
01-113	Vendor Supporting Documentation	abolished	Paper/Electronic	
	Unclaimed Monies Documentation	5 Years After Paid		
01-114	Including Voided and Reissued	into Unclaimed	Paper/Electronic	
	Checks	Monies Fund	. apon 2.000, 01110	
	State and Federal Grant Reports,			
01-116	Grant Agreements and Awards, and Project Requests	5 Years	Paper/Electronic	
	and Project Requests			
		Migrate or maintain		
		as necessary until no longer of		
01-119A	Bond Transcripts	administrative, fiscal	Paper/Electronic	
, , , , , ,	.,	or legal value in	, apon zioou oino	
		paper/electronic		
		format	•	
İ				
01-119B	Bond Transcripts	Permanent	Microfilm	$oldsymbol{\Psi}_{i}$
		la sur la companya di salah		
·				
01-121	BCC Certification Reports	5 Years	Paper/Electronic	
				audited means: the years
, , ,	Assigned Council/Appointed			
01-126	Council Fee Documentation	1 Year After Audited	Paper/Electronic (ncompassed by the reco
	<u>*</u>			nave been audited by the
		4.7		Auditor of State and the
01-129	Warrant Control Sheets	1 Year Provided Audited		audit report has b een .
		Addition		released pursuant to
		4 Vana Daniela I		Sec. 117.26 O.R.C. (18.2)
01-130	Check Pick-Up Sheets	1 Year Provided Audited	Paper/Electronic	
		Mulleu		
	1000c and 1000 Chamara and	get in a consequence of the cons	A 16 - Marke and the second se	
01-131	1099s and 1099 Changes and working papers	7 Years	Paper/Electronic	
1		No. 1 at 1 at 1	· ·	I ON THE PROPERTY THE WINDSHIP THE PROPERTY OF

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3 Auditor of Required
				State or by OHS-OHS-LGRP
01-133A	New Fund Establishment Documentation	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	
01-133B	New Fund Establishment Documentation	Permanent	Microfilm	
01-135	Fixed Asset Acquisition Forms	5 years (Asset is maintained in Accounting System until disposed)	Paper/Electronic	
01-143	Work Orders	2 years after work order is closed	Electronic	
	PAYROLLEDEPARIMENT			
01-10A	Payroll Records (Final Proof Report, Payroll Earnings Distribution, Payroll Reports Year to Date, Poll Worker Payroll Reports)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	
01-10B	Payroll Records (Final Proof Report, Payroll Earnings Distribution, Payroll Reports Year to Date, Poll Worker Payroll Reports)	Permanent	Microfilm	
01-11	Time Entry Summary and Detail Reports	3 Years	Paper/Electronic	
01-12A	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	
01-12B	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Permanent	Microfilm	
		Migrate or maintain as necessary until no	and the state of t	
01-14A	Public Employees Retirement System Report	longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3 Auditor of Required
				State or by OHS-OHS-LGRP
01-14B	Public Employees Retirement System Report	Permanent	Microfilm	
01-15	Preliminary Payroll Proof Reports and Entry Detail File Maintenance Changes	1 Year Provided Audited	Paper/Electronic	Audited means: the yea encompassed by the re have been audited by the
01-24	Applications for employment where applicant is not hired	2 Years	Paper/Electronic	Auditor of State and the audit report has been released pursuant to
01-32	Employee Time Sheets and Leave Requests	3 Years After End Of Fiscal Year	Paper/Electronic	Sec. 117.26 O.R.C.
	Personnel Payroll Files (All County Employees) – Documentation of Service Related to Payroll throughout the Duration of an Individual's Employment;	Migrate or maintain as necessary until no longer of	<i>y</i>	
01-36A	including Public Employees Retirement System Reports, Unemployment Documentation, Retirement Waivers, Service	administrative, fiscal or legal value in paper/electronic format	Electronic	
	Record and Leave Balances Personnel Payroll Files (All County Employees) – Documentation of Service Related to Payroll			
01-36B	throughout the Duration of an Individual's Employment; including Public Employees Retirement System Reports,	60 years after termination	Paper/Microfilm	
	Unemployment Documentation, Retirement Waivers, Service Record and Leave Balances			
01-110	Quarterly Reports from Deferred Compensation Plans and 941's	7 Years	Paper/Electronic	
• •	Personnel Files (All County Employees) – Auditor's Departmental Documentation throughout the Duration of an			
01-111	Individual's Employment NOT RELATED TO SERVICE TIME. May Include Application, Resume,	3 years after termination	Paper/Electronic	
	Earnings, Job Offer Letter, Evaluation, Oath of Office, Training Disciplinary Actions, Education, Withholdings, Garnishments and Medical			

(1)	(2)	(3)	(4)	(5)
Schedule	Record Title and Description	Retention Period -	Media Type	For use by RG3-1-
Number				Auditor of Required
				State or, - Hoby OHS
			. 4	OHS-LGRP LGRP
04.440	Income Tax Reconciliations			
01-112	(School and Municipal)	7 Years	Paper/Electronic	
			•	
	Worker Compensation Records –			
01-115	Includes reports and all non- medical documentation of	10 Years	Paper/Electronic	
	employee on-duty injuries			
			· · · · · · · · · · · · · · · · · · ·	
01-132	OBES Reports, Unemployment Reports, New Hire Reports Sent to	3 Years	Paper/Electronic	
01-132	the State	o rears	Papel/Electronic	
 				
04 424	Ohio Public Employee Retirement	Until superseded or	D(E)4(-	
01-134	System Independent Contractor Acknowledgement Forms	abolished	Paper/Electronic	
	Acknowledgement Forms			
		Migrate or maintain as		
		necessary until no longer of		
01-136A	Employee W2's	administrative, fiscal or	Paper/Electronic	
		legal value in		Section of the sectio
		paper/electronic format	***	3.60 元,1984年,1984年,
01-136B	Employee W2's	Permanent	Microfilm	
01-137	Job Openings and Pending	1 Year	Paper/Electronic	
0. 10.	Applicants	Treat	rapentiecuonic	
01-142	Penefit Selection Decords	0	Flacking.	以"水"的"水"。 1000年第11日 - 100日 - 1
01-142	Benefit Selection Records	8 years	Electronic	
	GENERALOFFICE			
·	RECORDS			
	KEGORDS			
		File With Contracts		
01-25	Bids (Successful)	Retain 8 Years After Completion of	Paper/Electronic	
,		Contract		
	N A CONTRACTOR OF THE CONTRACT		· · · · · · · · · · · · · · · · · · ·	
01-26	Bids (Unsuccessful)	2 Years After Letting	Paper/ElectronicA	idited means: the years
-		of Contract	01	aramnasseo dy Jie icon
01-27	Bond Coupons	Until Issue Is Paid	Danas/Flactronish	ava kaan audited by ute
01-21	Bolla Coupons	Provided Audited	raper/Electronic[]	uditor of State and the
-			<i>[</i> 2	
01-30	Contracts (ORC 2305.06)	8 Years After	Paper/Electronic a	udit report has been
		Completion	in the second	Siesseu vuisuusis
		1 To 5 Years At The		ieg: 1/17/26/0.R ₃ C ₃₋₁₃₋₁₃
01-31	Correspondence	Discretion Of Office	Paper/Electronic	
		Supervisor		
04 0-		30 Days After		
01-35	Obsolete Blank Forms	Obsolescence	Paper/Electronic	
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rancism of supremental agustation	Parameter of Affirmation Account to the Affirmation of the Affirmation			
The same of the contract of the contract of	Record of Official's Bonds (ORC	10 Years After Bond	- gar research resignin age and pro-implication and its last last last last last last last la	
01-36C	Record of Official's Bonds (ORC 321.02; ORC 2305.12) Copy of Surety Bonds Filed By County	10 Years After Bond Expiration, Provided	Paper/Electronic	

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Schedule	Record Title and Description	Retention Period	Media Type	For use by	RG-3 •
Number				Auditor of	Required-
				State or	by OHS-
· · · · · · · · · · · · · · · · · · ·		40.74		LOHS-LGRP	LGRPU
01-36D	Record of School Treasurer's	10 Years After Bond Captrick Control Captrick Ca	Donor/ElectroniA		
01-000 /	Bonds	Audited	Paper/Electroni	cuted means	the years
	Driver Logs (Documents	7 duitou	er	Compassed I	wthores
01-122	Departure and Arrival Time,			VO DOOD OUT!	A 2
01-122	Activity and Odometer	1 Year	Paper/Electronic	ditor of State	anders
	Readings)		· au	dit report has	
•	DISTRIBUTION		rel	eased pursua	
	RECORDS .		Se	£117.260:R	TIT (0):
				20 JUM/408 VAR	
01-53	Real Estate Tax Settlements and Working Papers	10 Years	Paper/Electronic		
,	Working Papers		1		
	Personal Property Tax				
01-70	Settlements and Working Papers	10 Years	Paper/Electronic		
01-74	Estate Tax Settlements and Working Papers	10 Years	Paper/Electronic		
	Cigarette License Tax				
01-78B	Settlements and Working Papers	10 Years	Paper/Electronic		
04.044	Mobile Home Tax Settlements				
.01-84A	and Working Papers	10 Years	Paper/Électronic		
	Other Local Money Distributions		-		
01-118	including Local Government	10 Years	Paper/Electronic		
01-110	Funds, Lodging Tax, and Motor	10 leais	Paper/Electronic		¥-ŒEĽ
	Vehicle Tax and Working Papers				
	BUDGET COMMISSION		(
	<u>RECORDS</u>		1 to 1 to 1 to 1		1.00
		Migrate or maintain as			
- :	Budget Commission- Budgets	necessary until no			
01-94A	(By Taxing District: Village,	longer of	Paper/Electronic		
	School & Township)	administrative, fiscal or legal value in paper/			
-		electronic format			
	Budget Commission- Budgets				iggres, e
∖01-94B	(By Taxing District: Village,	Permanent	Microfilm		
	School & Township)				, - , v
01-95	Budget Commission- Certificates	5 Years	Paper/Electronic		
0.00	of Estimated Resources	Jiears	Faper/Liectronic		
		Migrate or maintain as		PARTY PROPERTY.	
		necessary until no			
01-96A	Budget Commission Minutes	longer of administrative, fiscal or	Paper/Electronic		
. '		legal value in paper/			
		electronic format	المناهد معرف الماران		4.4.7
01-96B	Budget Commission Minutes	Permanent	Microfilm		
-					we tΨ/₹€

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6). For use by RC-3
Number				Auditoriof Required State or by OHS- OHS-LIGRP LIGRP.
01-117	Resolution Accepting Amounts and Rates and Authorizing the Necessary Tax Levies	5 Years	Paper/Electronic	
01-127	10-Mill Certificates – Completed for Any Clermont Government Issuing Debt to Ensure the 10-Mill Limitation for Property Taxes is not Exceeded	1 Year After Issued	Papér/Electronic	
	REAL ESTATIE RECORDS			
01-18A	Tax Levies (Tax Rates)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic	
01-18B	Tax Levies (Tax Rates)	Permanent	Microfilm	V
01-37A	Abstracts of Delinquent Tax (Real Estate)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic	
01-37B	Abstracts of Delinquent Tax (Real Estate)	Permanent	Microfilm	
01-38A	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic	
01-38B	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Permanent		udited means: the years acompassed by the reco
01-39	Addition And Deduction Lists (Adders & Remitters) (Computer Generated Record Of Additions And Deduction; ORC 319.39)	6 Years Provided Audited	h: Paper/ElectronicA at	ave been audited by the uditor of State and the udit report has been
01-40	Addition/Correction Orders (Adders and Remitters)	3 years		leased pursuant to ec. 117.26 O.R.C. □
01-41	Annexation Records (ORC 709.06) (Certificate of Annexation Proceedings)	10 Years	Páper/Electronic	V
01-42	Application For Deduction For Destroyed Property	6 Years	Paper/Electronic	
01-43	Application for Exemption	6 Years	Paper/Electronic	

(1) Schedule	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5). For use by	. (6) - RG-3
Number	The state of the s		modia Type	ACCOUNT OF THE PARTY OF THE PAR	Required
				State or	by OHS-
	A-11-41-5-444/			OHS-LGRP	LGRP
01-44	Application For 2 ½% Tax Reduction On Home (2 ½% Reduction Applications)	3 Years	Paper/Electronic		
01-45	Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	1 Year After Recoupment Provided Audited	ľ	Audited means: Incompassed b lave been audit	y the reco
01-46	Renewal Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	6 Years Provided Audited	a Paper/Electronic	uditor of State udit report has leased pursua ec. 117.26 O.R.	and the been
01-47A	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-47B	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Permanent	Microfilm		V:
01-48	Special Assessments Records (ORC 319.61) Including Sewer, Sidewalk, Street Lights, Street Assessments & Public Water Courses	5 Years After Last Assessment Paid	Paper/Electronic		
01-49	Building Permit Activity Reports	1 Year	Paper/Electronic		
01-49A	Forestry Program Records (Certificates of Classification of Forest Lands, Forestry Management Agreements)	3 Years After Removal Form Program By ODNR Decertification	Paper/Electronic		
01-50	Forfeited Lands And Lots (Forfeited Land Sales, Forfeited Land Lists)(ORC 5723.04)	21 Years	Paper/Electronic		
01-51A	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-51B	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	80 years	Paper/Microfilm		
01-52	Land Contract Records (Permanent Record in the County Recorder's Office)	1 Year After Filing Date	Paper/Electronic		

(1) Schedule	(2) Record Title and	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3
Number	Description	recention renou	media Type	Auditor of Required
				State or by OHS: OHS-LGRP LGRP
01-54	Reappraisal (Appraisal Cards, Property Records Cards, Grid Cards, Appraisal-New Buildings) (ORC 5705-3-10)	12 Years	Paper/Electronic	
01-55	Reappraisal/Triennial Work Papers	3 Years	Paper/Electronic	
01-57	Split Bills	Retain Until 1 Year After Information Recorded On Tax List (2 Years)	Paper/Electronic	
01-58	Split Duplicates	Retain Until 1 Year After Information Recorded on Tax List (2 Years)	Paper/Electronic	
01-59	Tax List-Delinquent Real Estate (Delinquencies Recorded Cumulatively)	2 Years	Paper/Electrónic	
01-60A	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic	
01-60B	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Permanent	Microfilm	
01-61	Transfer Records (Auditor's Register Of Real Estate Transfers)—Record no longer created	Permanent	Paper/Microfilm	Lited means: the years!
01-62	Transfer Slips (Conveyance Fee & Exempt Forms)	3 Years Provided Audited	Paper/Electronic hav	ompassed by the recor e been audited by the
01-109	Weekly/Monthly Real Estate Sales Report	3 Years	Paper/Electro	litor of State and the it report has been⊟ ased pursuant to
01-123A	TIRC (Tax Incentive Review Council) Minutes – Meets Annually to Review Businesses who are Receiving a Tax Abatement	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format		417.26 O.R.C.
01-123B	TIRC (Tax Incentive Review Council) Minutes – Meets Annually to Review Businesses who are Receiving a Tax Abatement	Permanent	Microfilm	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of	(6) RC-3
- Turning (State or OHS-LGRP	Required: by OHS: LGRP:
01-124	Enterprise Zone Agreements and Reports	6 Years After Expiration Date of Agreement	Paper/Electronic		
01-125	Rental Property Registrations	1 Year After Property is Transferred	Paper/Electronic		
01-140	Tax Increment Financing Resolutions	6 Years after expiration of resolution	. Paper/Electronic		
	PERSONAL PROPERTY DEPARTMENT REGORDS				
01-63A	Abstracts Of Delinquent Tax/Personal Property And Classified	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-63B	Abstracts Of Delinquent Tax/Personal Property And Classified	Permanent	Microfilm		
01-64A	Abstract Of Tax/Personal Property (Tax Assessment List)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-64B	Abstract Of Tax/Personal Property (Tax Assessment List)	Permanent	Microfilm		
01-65	Auditor's Tax List-Delinquent Personal/Inter-County (ORC 5719.04)	2 Years After Tax Paid ,	Paper/Electronic		
01-66	Auditor's Tax List- Personal/Inter-County (ORC 319.29; 5719.04)	2 Years	Paper/Electronic		
01-67	Auditor's Tax List-Delinquent Classified (ORC 5719.04)	Until Tax Paid	Paper/Electronic		
01-68	Personal Property Returns- Taxes Paid (ORC 5711.11) (Returns Are Confidential)	5 Years	Paper/Electronic		
01-69	Personal Property Returns- Taxes Delinquent	5 Years After Tax Paid	Paper/Electronic	12.77 (1.16) 12.77 (1.16) 13.77 (1.16)	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3 Auditor of Required
	ESTATETAX			State or by OHS-OHS-LGRP LGRP
· · · · · · · · · · · · · · · · · · ·	RECORDS Application For Consent To			
01-71	Transfer Property Or Other Interest Of A Resident Decedent (Consent To Transfer Assets) (ET Form 12)	5 Years	Paper/Electronic	
01-72	Estate Tax Determinations (ET Form 10)	5 Years After Last Entry	Paper/Electronic	
01-73	Estate Tax Records (Inheritance Tax)	5 Years After Last Entry	Paper/Electronic	
01-75	Estate Tax Transmittal Sheets (ET Form 26)	1 Year After Filing	Paper/Electronic	
01-75A	Ohio Estate and Additional Tax Estimated Payment Notice (ORC 5731.23)	Until Assessment is Paid, Provided Audited	Paper/Electronic	
01-75B	Ohio Estate Tax Charge (Estate Tax Charge Slips, ET Form 6; ORC 5731.21)	Until Assessment is Paid, Provided Audited	Paper/Electronic	
01-76	Safe Deposit Box Inventories	1 Year After Filing	Paper/Electronic	
	CIGARETTE LUCENSE RECORDS		Au	dited means: the years compassed by the recor
01-78	Cigarette License Applications (ORC 5743.15) (Duplicate Copy of License Attached)	1 Year Provided Audited	ha Paper/Electronic Au	ve been audited by the ditor of State and the dit report has been
01-78A	Report of Licensed Cigarette Sellers (ORC 5743.16)	5 Years	Paper/Electroni če	eased pursuant te 6, 117.26 O.R.C.
	DOG & KENNEL RECORDS			
01-79	Dog And Kennel License Registers	2 Years Provided Audited	Paper/Electronic	
01-80A	Dog License Applications 1 year	2 Years Provided Audited	Paper/Electronic	
01-80B	Dog License Applications 3 year	4 Years Provided Audited	Paper/Electronic	
01-80C	Dog License Applications Permanent, Dangerous & Service Dog	15 Years	Paper/Electronic	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	. (4) Media Type	(5) For use by 'Auditor of	(6). RG-3
Number			1 1	State or OHS=LGRP	_Required _ by OHS- _ LGRP-
01-81	Kennel License Applications	2 Years Provided Audited	Paper/Electronic	udited mean: ncompassed	s: the years by the recor
01-82	Unused Dog & Kennel License Tags	Until Year of License & Tag is Audited	Paper/Electronid	Label mintered biological property and the state of the s	ited by the
	MOBILE HOME RECORDS		a	udit report ha leased pursi	s been
• • •		Migrate or maintain as necessary until no longer of	S	ec: 117.26 O	Local Company of the
01-83	Abstracts Of Mobile Home Tax	administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-83A	Abstracts of Mobile Home Tax	Permanent	Microfilm		
01-84C	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-84D	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Permanent	Microfilm		
01-102	Application For Deduction for Destroyed Property (Mobile Home)	6 Years	Paper/Electronic		
01-103	Conveyance Fee Statement of Value & Receipt	3 Years	Paper/Electronic		
01-104	Exemption From Mobile Home Conveyance Fee Statements	3 Years	Paper/Electronic		
01-105	Manufactured Home Relocation Notices	3 Years	Paper/Electronic		
01-106A	Mobile Home To Real Estate Forms	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-106B	Mobile Home To Real Estate Forms	Permanent	Microfilm		
01-108	Weekly/Monthly Manufactured Homes Sales Report	3 Years	Paper/Electronic		

(1) Schedule	(2) Record Title and	(3) Retention Period	(4) Media Type	(5) For use by	(6): RG-3
Number	Description Description	Neterition Feriod	Mieula i ype	Auditor of	Required
Number	Description			State or	by OHS
				OHS-LGRP	LGRP
	VENDORALICENSE	,			
* ".	RECORDS				
<u>.</u>	Regular Vendor's License	2 Years After License	A	udited mean	S: the year
01-86	Applications (Copy Of	Canceled, Provided	Paper/Electronic	ncompassar	Series Series
1.00	Vendor's License Attached)	Audited	h	ave been au	SA ITE LECE
	Regular Vendor's License		A	uditor of Stat	e y ine
01-87	Weekly Report	2 Years	Electronic a	dit report ha	e and the
			re		S been
	WEIGHTS & MEASURES		S	leased pursu	ant to
,	RECORDS			C. 117.26 O.F	k.C.
	20.711.70	•			
01-88	Weights & Measures .	2 Years, Provided Any Violations Have Been	Danas/Flactures		
U1-00	Inspection Records	Corrected	Paper/Electronic		
	AND SALVANIA SALVA				
	AUTOMATIC DATA				#45.25.50XX.55
	PROCESSING		•		
<u></u>	RECORDS	1. € 1. ± 1. ± 1. ± 1. ± 1. ± 1. ± 1. ±			\$ 8 See 8-12 Free 1
	Automatic Data Processing	Migrate or maintain as			
01-89A	(ADP) Board	necessary until no longer of administrative, fiscal or	Paper/Electronic		
01-03A	Annual Reports And Minutes	legal value in	. upon znoon on o		
	(ORC 307.84 And 307.845)	paper/electronic format			
	Automatic Data Processing				F - F - F - F - F - F - F - F - F - F -
01-89B	(ADP) Board	Permanent	Microfilm		o/ ·
	Annual Reports And Minutes (ORC 307.84 And 307.845)				
	(6110-07:07 Alia 007:040)		· · · · · · · · · · · · · · · · · · ·		
•	Automatic Data Processing		•		
01-90	(ADP) Board Request Forms	2 Years	Paper/Electronic		
. •				Barrer St.	
	BOARD OF REVISION				
	RECORDS				
<u>:</u>		Migrate or maintain as			
04.044	Banda Banda an Branda i	necessary until no longer	Daman(Elastrasia)		
01-91A	Board of Revision Minutes	of administrative, fiscal or legal value in	Paper/Electronic		
		paper/electronic format			
01-91B	Board of Revision Minutes	Permanent	Microfilm		- 17/
•	·			245 ja t 15 mil	7

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5). For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
01-92	Board of Revision Notices of Appeal (Board of Tax Appeal Cases)	6 Years After Appeal Decision	Paper/Electronic		
01-93	Board of Revision Tax Complaints	6 Years After Complaint Resolved	Paper/Electronic		
	BUREAU OF MOTOR WEHICLES				
01-97	Vehicle Registration Records (Not Public Record)	30 Months	Paper/Electronic		
01-98	Driver License Records (Not Public Record)	4 Years	Paper/Electronic		
01-99	Identification Card (ID Card) Records (Not Public Record	4 Years	Paper/Electronic		
01-100	BMV Agency Records (Correspondence and all other record categories)	3 Years	Paper/Electronic		
	GISTRECORDS				
. 01-138	Historical Aerial Photographs	Permanent	Paper		
01-139	Tax Maps	Permanent	Paper		_ W
01-141	Mapping System—Used to capture, store, manipulate, analyze, manage and present types of geographic data including aerial photos	Continually updated	Electronic		